



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 5420R.8G
RESO 06/ewa
13 Mar 1986

MARINE CORPS ORDER 5420R.8G

From: Commandant of the Marine Corps
To: Distribution List

Subj: The Marine Corps Reserve Policy Board (MCRPB)

Ref: (a) SECNAVINST 5420.184B
(b) 10 U.S.C. 5252 (NOTAL)

Encl: (1) Prescribed Format for Submission of MCRPB
Nominations
(2) Prescribed Format for Submission of Agenda Items to
the MCRPB

Reports Required: I. Submission of MCRPB Nominations (Report
Symbol DN-5420-03), pars. 8a(1) and
8b(1), and encl. (1)
II. Submission of Agenda Items to MCRPB
(Report Symbol DN-5420-04), pars. 8a(2),
8b(2), 8d(3), and encl. (2)

1. Purpose. To define the missions, functions, membership,
and administration of the MCRPB as prescribed by the Secretary
of the Navy (SECNAV) in reference (a).

2. Cancellation. MCO 5420R.8F.

3. Background. The MCRPB was established following the
statutory requirements contained in reference (b), which
provide that: "A Marine Corps Reserve Policy Board shall be
convened at least once annually at the seat of the government
to consider, recommend, and report to the Secretary of the
Navy on Reserve policy matters. At least half of the members of
the Board must be officers of the Marine Corps Reserve."

4. Mission and Functions

a. The MCRPB is established per reference (a) to make
recommendations to the SECNAV on matters which affect the
readiness, mobilization, and deployment capability of the
Marine Corps Reserve within the framework of the Total Force
policy.

b. The Board shall examine, but is not limited to:

(1) Issues relating to public law, policies, and
regulations which affect the readiness and mobilization of the
Marine Corps Reserve, including its individual members, as
referred to the Board by SECNAV, the Commandant of the Marine
Corps (CMC), and other appropriate Marine Corps officials.

(2) Similar issues referred to the Board by the MCRPB
chairperson or any of its members.

(3) Recommendations on issues referred to the Board by
the Marine Corps field commands and activities.

c. As required by reference (b), the Board will be
convened at least once annually at the direction of the
Assistant Secretary of the Navy (Manpower and Reserve Affairs)
(ASN (M&RA)), to deliberate and submit a report, as required by
reference (a), of the proceedings to the SECNAV via the ASN
(M&RA) and the CMC (RES). The Board will also submit a
separate report as required by reference (a) to the CMC (RES)
concerning issues and recommendations considered appropriate
to his purview.

PCN 102 081600 00

5. Membership

a. The membership of the MCRPB will be appointed to provide for a broad representation of the Marine Corps' Ready Reserve and Regular Forces. There will also be female and minority representation. To ensure that the MCRPB contains experience from as many facets of the Marine Corps' Regular and Reserve components as practical, the membership will consist of 17 members, 14 officers and 3 enlisted, appointed utilizing the following criteria:

(1) The chairperson will be a major general of the Marine Corps Reserve.

(2) The following officers, serving in the grade of general, colonel, lieutenant colonel, major, or chief warrant officer:

(a) Three officers from the Regular Marine Corps component.

(b) Six officers of the Marine Corps Ready Reserve, of which:

1 Four Reserve officer members will be from the Selected Marine Corps Reserve. Two members will be selected from the nominations received from the Commanding General, 4th Marine Division (REIN) (CG, 4th MarDiv), and two members will be selected from the nominations received from the Commanding General, 4th Marine Aircraft Wing (CG, 4th MAW).

2 Two Reserve officer members will be from the Individual Ready Reserve and will be selected from the nominations received from the Director, Marine Corps Reserve Support Center (MCRSC).

(c) Four Full-Time Support (FTS) Reserve officers on active duty, of which:

1 Two FTS members will be from the nominations received from the CG, 4th MarDiv; CG, 4th MAW; and Director, MCRSC.

2 Two FTS Reserve officers from Headquarters, U.S. Marine Corps (HQMC) the Fleet Marine Force, or the supporting establishment.

(3) The following enlisted members, serving in the grade of sergeant major or master gunnery sergeant:

(a) HQMC, Reserve Division Sergeant Major.

(b) Two enlisted Marine Corps Ready Reserve members will be selected from the nominations received from the CG, 4th MarDiv; the CG, 4th MAW; and the Director, MCRSC. One enlisted member may be FTS.

b. Nominations for Board membership will be screened by the CMC (RES). Three nominations for each open billet will be selected for submission to the SECNAV via the ASN (M&RA).

c. Nominations for Board membership will be submitted per the prescribed format in enclosure (1). At least two nominations for each vacancy will be submitted to the CMC (RES) from each nominating source.

d. All members are appointed by and serve at the option of the SECNAV, normally for three consecutive Boards and independent of any change in active duty assignment or Reserve component classification.

e. All Reserve members should have 3 years of Ready Reserve eligibility remaining (e.g., age, promotion).

f. Individuals selected for membership on the MCRPB will be notified by the ASN (M&RA).

6. Operation and Administration

a. The MCRPB will be convened by the ASN (M&RA).

b. The chairperson of the MCRPB shall determine and establish the rules of procedure for the meetings, and may appoint such standing and special subcommittees as may be necessary. The chairperson, subject to the policies prescribed by the CMC, is authorized to communicate directly with all elements of HQMC, major field commands, and activities. This enables the Board to be kept fully informed concerning the initiation, revision, or development of significant policies, plans, programs, accomplishments, and related guidance pertaining to the Reserve components and members thereof, particularly while such matters are in their formative stages. The chairperson is also authorized to communicate, for the same purpose, directly with the Reserve Forces Policy Board and those boards of similar purpose existing in the various other military services.

c. Individual members of the MCRPB will be invited to Washington, DC, on the occasion of each meeting and will be issued special active duty for training/temporary additional duty orders for the period necessary to attend the designated session and to complete travel. Acceptance of the special active duty for training orders is voluntary; however, all members are expected to attend the regularly scheduled sessions. Those members unable to attend will usually be replaced in order to ensure a full membership representation at each meeting of the Board.

d. The proceedings of the Board will be published annually by the ASN (M&RA) through The Marine Corps Directives System.

7. Board Convening Periods. The MCRPB will convene as necessary, normally two times per year during May and October.

8. Action

a. Commanding generals of Fleet Marine Forces and supporting establishment commands shall:

(1) Submit nominations for membership on the MCRPB as requested by the CMC (RES) and per enclosure (1). Report Symbol DN-5420-03 is assigned to this report.

(2) Submit agenda items to be considered by the MCRPB via the CMC (RES) to arrive at HQMC not later than 1 April of each year. All items submitted should be forwarded using the format prescribed in enclosure (2). Report Symbol DN-5420-04 is assigned to this report.

b. Deputy chiefs of staff, division directors, and heads of separate offices of HQMC will:

(1) Submit nominations for membership on the MCRPB as requested by the CMC (RES) and per enclosure (1).

(2) Submit agenda items to be considered by the MCRPB via the CMC (RES) to arrive at the Reserve Division, HQMC not later than 1 April of each year. All items submitted should be forwarded using the format prescribed in enclosure (2).

(3) Review the report of the MCRPB, as required, and provide comments to the CMC (RES), within 14 calendar days of receipt, for development of a CMC endorsement. All HQMC staff agencies are directed to make every effort to submit their comments within the prescribed time.

(4) Designate and provide to the CMC (RES) a single point of contact to coordinate staffing of Reserve issues related to functional responsibilities assigned by the current edition of HQO P5400.18, Headquarters Marine Corps Organization Manual. Direct liaison with the MCRPB is authorized for informal data collection and policy clarification. Formal correspondence with the MCRPB Board shall be forwarded via the CMC (RES).

c. Deputy Chief of Staff for Reserve Affairs, HQMC will:

(1) Designate a staff officer/civilian as the HQMC liaison officer for the MCRPB. This person will maintain files, topic status, and continuity on each item considered by the Board.

(2) Coordinate the submission of agenda items and screen for appropriateness prior to submission to the MCRPB. Take action as necessary on all administrative documents to the ASN (M&RA) not later than 30 days prior to the Board's first calendar year meeting.

(3) Provide input and coordinate the CMC staffing on agenda items as requested by the Board.

(4) Upon receipt of the report of the MCRPB, staff the report to all cognizant staff agencies within Headquarters Marine Corps for comment and development of a consolidated CMC endorsement.

(5) Forward the report of the MCRPB, together with appropriate comments and recommendations, to the SECNAV, via the ASN (M&RA), no later than 45 days after the Board recesses.

(6) Submit implementation status reports not later than 15 February and 15 August to the ASN (M&RA) of all items approved by the SECNAV on which action has not been completed. The report will include all actions completed during the period and the current status of those still pending.

(7) Issue or cause other commands to issue, upon request of ASN (M&RA), active duty for training or temporary additional duty orders, as appropriate, to MCRPB members and administrative staff for duty in connection with the Board's annual sessions.

d. CG, 4th MarDiv; CG, 4th MAW; and Director, MCRSC shall:

(1) Designate a staff officer as the MCRPB liaison officer. This person will maintain turnover files and continuity on past and current MCRPB topics and issues.

(2) Submit nominations for membership on the MCRPB as requested by the CMC (RES). Nominations must include a biography, promotional history and, in the case of inactive Reserve officers, a Reserve Qualification Summary.

(3) Policy matters to be referred via the CMC to the MCRPB should be submitted to the CMC (RES) not later than 1 April of each year. All items submitted for consideration by the MCRPB should be forwarded using the format prescribed in enclosure (2).

e. Records Disposition. The MCRPB files consist of nominations for membership, topic status, agenda items and related input, staffing comments, and recommendations. Additionally, files will include MCRPB follow-up action, such as status reports and consolidated endorsements.

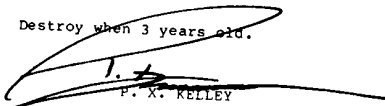
(1) Files maintained by the MCRPB HQMC liaison office (CMC (RES)).

Retention Period: Permanent. Transfer the files to the Director of Headquarters Support (HQSR-2) when 3 years old for consolidation with the CMC official files. The Director of Headquarters Support (HQSR-2) will transfer the files to the National Archives for permanent preservation 2 years later.

(2) All other.

Retention Period:

: Destroy when 3 years old.


P. X. KELLEY

2 (20)

P. X. KELLEY

DISTRIBUTION: A plus 7000062 (20)

Copy to: 8145001

PREScribed FORMAT FOR SUBMISSION OF MCRPB NOMINATIONS

Report Symbol DN-5420-04

GRADE/NAME:

Date of Birth/Place of Birth:

Social Security Number:

Years of Service (Active/Reserve):

Mandatory Removal Date:

Date of Rank:

Present Assignment (Address/Telephone):

Decorations:

Military Schools:

Current Security Clearance:

Civilian Schools (Degrees Received - Year):

Present Civilian Occupation and Employer
(Address/Telephone):

Home Address/Telephone:

Military/Civilian Biography (Include past Reserve assignments
as well as significant military and civilian accomplishments):

Promotional History:

PRESCRIBED FORMAT FOR SUBMISSION OF AGENDA ITEMS TO THE MCRPB

(Forward through the chain of command to the CMC (RES))

Report Symbol DN-5420-03

Subject:

Problem/Discussion:

Recommendation:

Chain of Command Recommendations:

CMC Recommendation:

CMC Action Officer (Include name, office code, and telephone number):

ENCLOSURE (2)